

DOING BUSINESS WITH THE CITY OF KILLEEN



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*The City of Killeen, Texas welcomes
the opportunity to do business with
interested merchants in the
community.*



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The City's Purchasing Division is interested in fostering participation by all qualified business persons offering commodities and services that may be used by the City.

The Purchasing Division has the responsibility to make the most economical acquisition of quality materials and services that will assure efficient operation of City Government. The Purchasing division considers what will provide the best value for the City while complying with the Texas Local Government Code, City Charter and the Purchasing Policy.



The City has both formal and informal procurement procedures:

FORMAL

Competitive Sealed Bids: Used to procure goods or services greater than \$50,000 with City Council approval.

Request for Proposals/Qualifications: Used for professional or unique services greater than \$50,000 to include high technology.

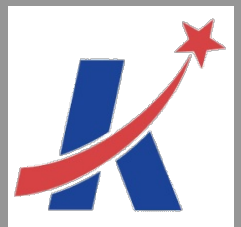
INFORMAL

Used when the City contracts for labor, materials, supplies, or services less than \$50,000. The Purchasing Policy requires that three quotes are obtained.



How to introduce your product or service:

- Watch for IFB's, RFP's and RFQ's to be advertised in the Killeen Daily Herald – Classifieds Section
- Contact the Purchasing Division to become familiar with the City's Purchasing Policies and Procedures and to fill out the COK Vendor's List form.
- Check the City's website at <http://www.killeentexas.gov/purchasing>
- Check the Demand Star website at <http://www.demandstar.com/>
- Check the State Comptroller's website at <http://www.txsmartbuy.com/sp>



Vendor Contact Form

- In order to be added to the City of Killeen's vendor list the form shown should be completed and submitted to the Purchasing Office.
- The forms are available on the Purchasing website at <http://www.killeentexas.gov/purchasing>.



Interested suppliers:

Thank you for your interest in doing business with the City of Killeen!

The Purchasing office is part of the Finance Department of the City of Killeen. Our office is located at 802 N. 2nd Street, Building E, 2nd Floor, Room 215 in Killeen, Texas. Our office is responsible for providing assistance to City departments in procuring goods and/or services at the best value for the City in accordance with all local, state and federal regulations. Departments are permitted by policy to make purchases up to \$49,999.99 without a bid, however purchases \$3,000.00 or greater require quotes.

The Purchasing office advertises all Invitation for Bids and Request for Proposals for two consecutive weeks (14 days) in the Killeen Daily Herald local newspaper, on the Demand Star website (www.demandstar.com) and on Electronic State Business Daily (ESBD) (www.txsmartbuy.com/sp). A list of all bids in process can be accessed on the City of Killeen Purchasing website at www.killeentexas.gov/purchasing. A link to the Demand Star and ESBD website can also be accessed from the Purchasing site. If you would like to be considered in a solicitation mail out, please provide the following information and email it to SPrice@killeentexas.gov or fax the form to 254-501-6308.

Company Name _____

Company Address _____

Company Phone _____ Fax _____

Contact Name _____ Email _____

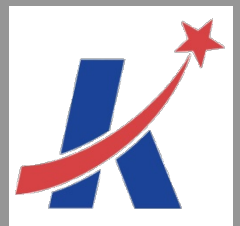
Goods/Services offered _____

Thank you

Purchasing Division

Recent examples of Bid or RFP opportunities:

- *Aviation Unleaded Fuel Support*
 - *Concrete*
 - *Tire Service*
- *Uniform Rental/Cleaning Services*
 - *Vending Machines*
- *Uniform Purchase for PD and Fire*



Why “Buy Killeen”?

The City of Killeen strives to support the local businesses with a “Buy Killeen: strategy. It is our goal to assist employees and City Council in procuring the best value, locally (when possible) by-

- **P-Card** – When procuring items with your P-Card, go to the Killeen Walmart/HEB/Lowes, etc.
- **Bids** – When local vendors can provide a supply or service, consider them by keeping them informed

Why “Buy Killeen”?

Why is it so important to aware to local vendors, our business whenever possible?

- **Local Economy**– With every dollar spent in the City of Killeen, the community can provide jobs for its residents, economic stability and/or a “boost” for Killeen’s businesses can be accomplished through local procurements
- **City of Killeen Revenue** – The revenue generated from local procurements for the City will provide opportunities for new programs that may not otherwise be possible.

What does the City offer Local Vendors

The City of Killeen offers local vendors an opportunity to become a part of the statewide bidding / contract process with the Texas Building and Procurement Commission by providing workshops such as this!

Also, Chapter 252 of the Local Government Code gives municipalities the opportunity to consider local vendors for bid award by utilizing a 5% local preference provision for contracts less than \$100,000. What does this mean? It means that City governments may consider a local vendor for award if their bid comes within 5% of the lowest, best value bid with consideration for potential economical growth by awarding in such a manner. It must also be COMPARABLE!!

Contact Information:

Purchasing

802 N. 2nd Street, Building E #215

Killeen, TX 76541

Lorianne Luciano

Phone: (254) 501- 7729

Website: <http://www.killeentexas.gov>

